

Notice of Election Form

FY2008 Property Loss Management Program

Risk Management & Tort Defense Division Department of Administration

Purpose & General Provisions:

The Risk Management & Tort Defense Division (RMTD) offers a property insurance premium discount of 10% to agencies that establish and maintain a comprehensive and effective Property Loss Management Program as detailed by this program. The discount shall be applied against the agency's budgeted property insurance premium in FY09.

Requirements and Documentation:

Your agency must complete the following to be eligible for a premium discount in FY09:

- 1) Sign and return this "Notice of Election" form to Aric Curtiss, RMTD, by 06/15/07.
- 2) Submit the following written documentation to Aric Curtiss, RMTD, by June 1, 2008:
 - Schedule of preventative maintenance completed for key buildings during FY08.
 - Checklists for self-inspections completed on key buildings during FY08.
 - Policies and procedures for "hot works", "impairment testing of fire protection equipment", "pre-fire emergency planning", and "cold weather precautions" in force during FY08.

Documentation for #2 above should be organized in a binder provided by RMTD. Submitted materials are not returned, therefore, each agency should maintain supporting documentation. RMTD may verify agency compliance.

- 3) Submit blueprints, plans and specifications for renovations or new construction involving or affecting fire suppression systems. RMTD and/or the state's property loss consultants will review materials for system density and design. Property loss management recommendations may be made with reasonable follow-up expected of the agency.
- 4) Submit written response to recommendations contained in Property Loss Management letters issued by RMTD and/or its consultants. Responses must indicate that your agency is making a reasonable effort to comply with recommendations.

Termination:

An agency may terminate its participation by providing written notice to the Risk Management & Tort Defense Division. The termination is effective as of the date of the written notice.

~ Notice of Election ~

_____ hereby elects to participate in this FY08 Property Loss Management Program.
(agency)

Our agency contact person for this program is _____, _____.
(name) (e-mail)

(agency signature)

(date)

Note: Each participating state agency will be notified of its eligibility for the discount by June 15, 2008 as indicated below:

☐ **Discount Approved**

☐ **Discount Disapproved**

Comments: _____

